

Roles and Responsibilities of Election Inspectors

The responsibilities of the Election Inspector are:

1. To open and close the voting machine.
2. To rotate tasks and share the work.
3. Organize the physical layout of their polling site.
4. To organize election day supplies.
5. Process qualified voters.
6. Complete all necessary paperwork.
7. Complete and fill out the Canvass Sheet and Tally Sheet.
8. Maintain order at the polling site.

♦ **One of four (4) Inspectors serves as Chairperson. The Inspectors must choose the Chairperson on Election Day.**

CHAIRPERSON

The Chairpersons' responsibilities are to:

1. Oversee the day.
2. Make sure that one Democratic and one Republican Inspector are present at all times.
3. Schedule the day, so each inspector can leave the polls to vote and for meal breaks.
4. Make sure that all forms are filled out properly and signed by all four (4) inspectors.
5. To oversee the return of supplies in the designated manner to the designated location.